



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE

1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

/s/

MEMORANDUM FOR ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY

SUBJECT: Charter Renewal – Board of Visitors for the Western Hemisphere Institute
for Security Cooperation (WHINSEC)

The charter for the Board of Visitors for the WHINSEC is approved for renewal. A notice will be published in the Federal Register announcing the Department's intention to renew the Committee's charter. Pursuant to 41 CFR § 102-3.70, my Committee Management Officer (CMO) will formally file the Committee's renewed charter with the Library of Congress, the General Services Administration, and the appropriate congressional oversight committees.

As the DoD sponsor for this Federal Advisory Committee, you are reminded that you are responsible for:

- (a) Ensuring that the Designated Federal Officer (DFO) attends all the meetings;
- (b) Ensuring that the DFO and the Board comply with appropriate Federal statutes and regulations, to include DoD Instruction 5105.04;
- (c) Providing adequate support to the Board and its membership;
- (d) Ensuring that Board members are appointed according to DoD policy, and that they do not serve on the Board until all personnel and ethics paperwork have been processed by the appropriate offices;
- (e) Ensuring that the Board of Visitors for the WHINSEC's membership is not unduly or inappropriately influenced by federal employees or any special interest;
- (f) Monitoring the implementation status of any recommendation adopted by the Department of Defense or the Congress, and ensuring that this information is available for future inquiries.

If you have any questions, please contact my CMO, Frank Wilson, at (703) 601-6100.

Michael L. Rhodes
Acting Director